

## **DHR Contact Information**

**1313 Sherman St.  
Denver, CO. 80203  
303-866-2323**

**Updated November 10, 2006**

The following is a brief description of the sections serving agencies and a listing of staff, including primary contacts for key major functions. The list is updated to reflect changes in staff or programs.

### **Division Director's Office**

Provide strategic planning and leadership of statewide human resources programs and systems.

David Kaye                      303-866-2393                      Division Director, including delegated state personnel director in most areas; DHR Leadership Team

Jacque Morley                      303-866-2393                      Division Director's assistant; support to Leadership Team; process appeals and dispute resolutions; phone and mail lists maintenance for HR Groups

Vacant                              303-866-2014                      Deputy Director; Division Internal Operations; DHR Leadership Team

Paula Manzanares                      303-866-2391                      Total Compensation Technician

Bob Monzel                      303-866-6575                      Employee relations and outreach; DHR communications, including *State Employee Handbook*; DHR Leadership Team

### **Workforce Planning and Development**

Create, maintain, and enhance workforce planning and assessment of HR effectiveness, recruitment and selection, performance leadership, and training. Lead rules interpretation for responsibilities and ethics, performance management, separation, dispute resolution and definitions.

Laurie Benallo                      303-866-4247                      Manager; DHR Leadership Team

Karen Schaefer                      303-866-5383                      Rulemaking; lead rules interpretation for Chapters, 1, 6, 7, and 8; director's dispute resolution processes

Iris Goodrich                      303-866-2171                      Unit support; distribute tests to agencies

Marisol Larez                      303-866-2439                      Training registration; unit support

## **Workforce Development**

Design flexible, interactive learning opportunities to help state employees grow professionally and excel in their work environment.

Vacant            303-866-4265            Program Coordinator

## **Staffing Systems**

Develop, maintain, and improve system strategies and tools in the areas of recruitment, selection, competencies, metrics, and succession. Analyze and report current workforce trends. Develop, implement, maintain, and provide user support for the automated systems (ADS, EMPL, Lotus Notes).

Jerry Wittmer            303-866-2523            Program Supervisor; consultation on staffing issues; development of written objective exams; workforce planning; succession planning; job profiling; leadership development program.

Vacant            303-866-4643            Data analysis and research; annual workforce report; annual HR survey; HR metrics.

Ranea Taylor            303-866-2183            Workforce planning; succession planning; job profiling; minimum qualifications, data research and analysis.

Chandra Williams            303-866-4642            CPPS, ADS and Lotus Notes training, security and user support.

## **Consulting Services**

Review statewide human resource program management and assist departments in eliminating problems, improving operations and performance, and identifying and implementing “model policies and practices;” maintain delegation agreements, provide professional job evaluation and selection activities to centralized agencies. Develop, maintain and improve system strategies and tools in the areas of recruitment and selection. Lead rules interpretations for selection and status (Chapter 4).

Jennifer Clayman            303-866-4248            Program Supervisor, HR audits and program reviews; program design and administration of Selection PCP

Julia Agazio            303-866-2133            HR audits; background checks, I-9 requirements; Higher Education exemptions’ reporting; Performance Management programs.

Susan Bartholomew            303-866-2797            HR audits; job evaluation and selection mentor for non-decentralized agencies; selection systems consultation; coordinator of model practices.

Kathy DePew 303-866-2620 HR audits, job evaluation and selection mentor for non-decentralized agencies, Higher Education exemptions; new HR Directors' orientation; Performance Management consultation.

Edie Holland 303-866-2614 HR audits, job evaluation and selection mentor for non-centralized agencies; records management consultation.

Shelley Oxenreider 303-866-2169 HR audits; delegation agreements, selection mentor, selection rule interpretation and consultation; Performance Management consultation.

### **Total Compensation**

Create, maintain, and enhance an integrated and strategic total compensation program that is flexible and competitive.

Karen Fassler 303-866-4246 Manager; DHR Leadership Team

Barbara Sohnen 303-866-3662 DHR HIPAA Compliance Officer

### **Total Compensation Strategy and Metrics**

Support total compensation section's strategy and programs through tactical plans and data management. Lead the division's HR metrics function.

Sue Huang 303-866-4219 Total Comp Strategist; Annual Compensation Survey Coordinator; TCAC administration; lead DHR metrics team and total compensation data management.

Juana Giacolono 303-866-4229 Benefits Utilization and Financial Analyst, Survey specialist.

### **Compensation**

Create, maintain and enhance the job evaluation system and compensation and leave policies, conduct the annual compensation survey, review and approve personal services contracts, and coordinate FMLA and FLSA compliance and work-life program. Lead rules interpretation for job evaluation (Chapter 2), compensation (Chapter 3), leave (Chapter 5), and personal services contracts (Chapter 10).

Don Fowler 303-866-4250 Program Supervisor  
OPM Crosswalk; Job Evaluation Letter (JEL) publication; pay practices; Working Titles Database.

Travis Engelhardt 303-866-4252 Enforcement & Protective Services (EPS-A); Health Care Services (HCS-C); Statewide Work-Life Coordinator; Class Conversion Database, performance pay, rules interpretations for job evaluation (Chapter 3); Job Evaluation PCP Training Lead.

Tina Miller 303-866-4231 Physical Science/Engineering (PSE-I); Administrative Support and Related (ASR-G); Agency Commission Plans; Personal Services Contracts backup; rules interpretation for job evaluation (Chapter 2); third-party surveys.

Kristi Rudy 303-866-4236 Financial Services (FS-B); Professional Services (PS-H); Senior Executive Services (SES); annual performance pay survey; annual compensation plan.

Joi Simpson 303-866-5496 Personal Services Contracts Program Coordinator; Personal Services Contracts PCP Training Lead; rules interpretation for personal services contracts (Chapter 10) and leave (Chapter 5); Temporary Aide (P); Statewide FLSA Coordinator; Statewide FMLA Coordinator; leave management; Labor Trades and Crafts (LTC-D); temporary employees.

### **Employee Benefits**

Negotiate and manage health, life, dental, prescription, and disability benefits plans. Support the State Defined Contribution retirement plan and the 457 Deferred Compensation voluntary supplemental savings plan. Lead rules interpretation for benefits (Chapter 11).

Vinita Biddle 303-866-3477 Program Supervisor; interpret Section 125 regulations and benefits rules (Chapter 11), oversee plan designs, pricing, and eligibility and enrollment.

Cari Arnold 303-866-3436 Defined Contribution support; written complaint research and response; customer service (phone); Medicare data research and unit support.

Vacant 303-866-2365 Contract administration for self-funded medical and dental Plans and Kaiser HMO.

Suzanne Kubec 303-866-3954 Defined Contribution Plans Administrator.

Anne Marcovecchio 303-866-2576 Defined Contribution Contracts Administrator.

Vacant 303-866-3444 Contract administration for life, disability, flexible spending accounts and San Luis Valley HMO.

Vince Plymell 303-866-3892 Benefits communications and education; contract administration for benefits administration system.

Jamie Thornton 303-866-2254 COBRA Coordinator; Life Insurance Claims Processor.

### **Business Risk & Loss Control Management**

Manage the state's risk program and Colorado State Employees Assistance Program.

Cristina Valencia 303-866-3846 Manager; DHR Leadership Team

### **Risk Management**

The Risk Management unit protects the State's human resource and property assets through the administration of liability, property, workers' compensation and loss control programs. The Risk Management program serves all state agencies, schools and employees (except the University of Colorado system and, effective FY0405 pursuant to HN04-1009, Colorado State University for property and workers' compensation programs). Contact us at 303-866-3848 or toll free 1-800-268-8092.

Vacant 303-866-4277 Program Supervisor; Property and Liability Insurance and Worker's Compensation.

Betty Crist 303-866-4290 State property loss; liability claims administration and tracking; insurance consulting.

Kathy Gallegos 303-866-3609 Claims administration; unit administrative support.

Justine Gomez 303-866-4294 Claims administration; oversight and data base management; process warrants.

Brenda Hardwick 303-866-4292 Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.

Tina Pineda 303-866-4987 Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training; workers' compensation.

Duane Whitfield 303-866-4971 Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.

### **Colorado State Employee Assistance Program (C-SEAP) 1-800-821-8154**

C-SEAP is a resource available to both the employer and the employee. C-SEAP's core services are short-term individual counseling, consultation regarding behavioral risk management skills to managers, supervisors and HR professionals, orientations, workshops, classes, and groups to increase knowledge and skills regarding interpersonal and psychological factors in the workplace, crisis intervention and conflict resolution/mediation services for employees, supervisors and managers.

Randi Wood 303-866-4314 Program Supervisor; counselor - consult and train

Madalena Garcia 303-866-4314 Unit support

Terri Gorman 719-549-3079 Counselor - consult and train (southern Colorado)

Joe Kuntz 970-255-5784 Counselor - consult and train (western slope)

<u>Don O'Malley</u>	970-521-6799	Counselor - consult and train (northern Colorado)
<u>Linda Pounds</u>	303-866-4314	Counselor - consult and train
<u>Jon Richard</u>	303-866-4314	Counselor - consult and train